



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF PLUMBING & HVACR EXAMINERS EDUCATION SUB- COMMITTEE MEETING
MEETING DATE AND TIME:	Tuesday, January 28, 2014 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building

MEMBERS PRESENT

Dean Sherman, Professional Member, President
Charles Robbins, Professional Member, Vice President
Harold Caswell, Professional Member

MEMBERS ABSENT

Gerard Pepeta, Professional Member
John Brady, Public Member
Carol Guilbert, Public Member, Secretary
James Anderson, Public Member
Frank Beebe, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Latonya Brown, Administrative Specialist II
Kevin Maloney, Deputy Attorney General

OTHERS PRESENT

Chuck Davidson, DPH

CALL TO ORDER

Mr. Sherman called the meeting to order at 9:05 am.

NEW BUSINESS

Continuing Education

Mr. Maloney elaborated on the renewal and the audit process, including the possibilities of what could happen when a licensee is not in compliance. The Board discussed that 100% of late renewals will be audited. Mr. Robbins did research on the different states and what their requirements consist of. He also stated that it would be reasonable to reciprocate with New Jersey and other states that require continuing education.

Mr. Maloney discussed the inactive status which is already mentioned in the statute under §1821. Ms. Brown elaborated on the difference between an active status and an inactive status and stated that there are 5 Plumbing licenses that are now on inactive status. Ms. Brown also stated

that the Division sends out a letter stating that the licensee is inactive and the letter also informs the licensee when their inactive status would expire.

The Board discussed the different processes that can be used to approve continuing education courses. One suggestion is to have a checklist or a course outline online for the Providers to follow so that they are aware of what the Board is looking for. The Board would have to review the courses and if suitable, they would approve it. If the course does not satisfy the criteria, the Board would send a letter out and the Provider would have to make the necessary amendments. Mr. Robbins gave the Board a list of approved continuing education courses in other states and what they require. Mr. Caswell stated that Rural Water would be a considerable place to do continuing education. Mr. Robbins handed the Board information from RSES and PHCC regarding continuing education. Mr. Sherman mentioned the importance of having courses that address licensees of any updated information on safety and/or codes.

The Board will look over the final draft at the next scheduled Board meeting. Mr. Maloney will provide a draft of the proposed regulation with the updated information that was discussed today. Mr. Maloney suggested adding "discussion of potential CE requirements" to the next agenda so that the Public can have a pre-review of what the Board is discussing.

The next plumbing meeting is scheduled for February 11, 2014.

ADJOURNMENT

A motion was made by Mr. Sherman, seconded by Mr. Robbins, to adjourn the meeting. The motion unanimously carried. The meeting adjourned at 10:13 a. m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Latonya Brown". The signature is written in a cursive, flowing style.

Latonya Brown